



Michigan Campaign to End Homelessness

Planning, Implementation, Measurement and Information Technology Workgroup

Action Plan January 2009 –revised April 2009

- Strategy:** Develop a knowledge base and related human and technical resources focused on data systems and other information sources that documents need and promotes systems change for ending homelessness.
- Action:** What is the work to be done? Break down to a meaningful level of detail, including tasks and subtasks.
- Assignment:** What person will have lead responsibility? Who will contribute to the work?
- Timelines:** What are the start and end dates for each item?
- Date Cpl'd:** When have action steps been completed?
- Outcomes:** What will change as a result of the work? List short-term (1-6 months), medium-term (7-18 months), and long-term (more than 18 months). These time frames align with the initial two-year charter of the statewide workgroups.

Strategy #1: Develop a knowledge base and related human and technical resources focused on data systems and other information sources that documents need and promotes systems change for ending homelessness.

Action	Assignment	Timelines	Completion	Outcomes (Short-, Medium-, and Long Term)
1.1 Inventory data systems and identify data to share.	Various parties are assigned to present information to the group.	Presentations: October 2008–June 2009 (1) Web site: Vanessa - DONE (2) Data Warehouse and Shadow: Rich - DONE (3) HMIS: Andrea and Stacey - DONE (4) RHYMIS: Heather- DONE (5) MDE data: Barb & Rich – DONE (6) Free lunch data: Barb (April 2009) (7) MSHDA: Dean (May 2009) (8) Housing Locator Data (May 2009) (9) Realty Group Books (MLS) (Jun 2009)	<input type="checkbox"/> Inventory potential data sources Date_____	Short-term: Completed Data Sources Form for each targeted System. Group gains knowledge about available data systems.
1.1.1 Inventory various data systems used by regions.			<input type="checkbox"/> Identify/review/ coordinate measures with 10-year plans Date_____	Medium-term: Completion of a document that details by data source specific data points, analytical suggestions, and discussion of what the data are and are not. Recommendations are shared.
1.1.1.1 Determine which data sources to review.				
1.1.1.2 Identify specific data points of interest and access rules to acquire and use the information.				
1.1.1.3 Present specific data points from targeted data sets.				
1.1.2 Identify data.	Various parties are assigned to present information to the group.		<input type="checkbox"/> Recommend full suite of measures Date_____	Long-term: Data/reports are shared on the Web site.
1.1.2.1 Review contextual data, including Census data; MSHDA; education data; housing or real estate data; criminal justice data; and DHS welfare data.				
1.1.2.2 Identify data to support community education and funding. Identify descriptive data about the community. Identify data about need and prevalence.				
1.1.3 The group will recommend priorities for collecting data.	Workgroup	Identify/review, through September 2009 Recommend, through December 2009		

Strategy #1: Develop a knowledge base and related human and technical resources focused on data systems and other information sources that documents need and promotes systems change for ending homelessness.

Action	Assignment	Timelines	Completion	Outcomes (Short-, Medium-, and Long Term)
<p>1.2 Identify and implement ways of sharing data through the Campaign to End Homelessness Web site.</p> <p>1.2.1 Provide input to MSHDA about design issues for CTEH Web site. Understand limitations and opportunities.</p> <p>1.2.2 Support the design of data analysis. Work with the Training Workgroup and the Communications Workgroup for the Web site as needed.</p> <p>1.2.3 Identify data to support assessment of systems or community operations and support systems of care.</p> <p>1.2.4 The group will recommend priorities for sharing data.</p>	<p>Barb/MSHMIS will track communication. MSHDA will coordinate this process.</p>	<p>Input, September 2008 and ongoing</p> <p>Support, September 2008 and ongoing.</p> <p>Identify, January 2009 and ongoing</p> <p>Recommend, September 2008–April 2009 -- Initial version of the Web site goes live with data 2009</p>	<p><input type="checkbox"/> Input Date _____</p> <p><input type="checkbox"/> Support Date _____</p> <p><input type="checkbox"/> Identify Date _____</p> <p><input type="checkbox"/> Recommend Date _____</p>	<p>Short-term: All 60 CoCs have been notified and completed discussion on presentation of CoC-level data.</p> <p>Medium-term: CoC staff are trained on use of Web site. The Web site is populated with the data necessary to support the CTEH.</p> <p>Long-term: Providers are able to easily access data necessary to plan their campaigns and advocate for services and housing. Providers use data to support community education and funding. Providers use data to support performance improvement and efficiencies.</p>
<p>1.3 Develop common strategies for measuring outcomes.</p> <p>1.3.1 Review measures specific to the 10-year plans. Start by looking at the MSHDA analysis of common themes in the 10-year plans.</p> <p>1.3.2 Identify measurement or analytical strategies that can be used in multiple plans. Measurement should include the entire Continuum of Care including prevention.</p> <p>1.3.3 Advocate for common definition approach, i.e., align items that are similar but slightly different, and where possible, introduce simplification. Document recommended approach.</p>	<p>Barb and members will look at existing templates for measures and presentation.</p>	<p>Review, February–May 2009</p> <p>Identify, February–May 2009</p> <p>Advocate and recommend, through June 2009</p>	<p><input type="checkbox"/> Review measures Date _____</p> <p><input type="checkbox"/> Identify strategies Date _____</p> <p><input type="checkbox"/> Advocate and recommend strategies Date _____</p>	<p>Short-term: Develop a list of measures, with emphasis on process measures such as measuring community education efforts. Publish on the Web site initial existing outcomes related to ending homelessness.</p> <p>Medium-term: Settle on analytic and presentation styles, as well as new/revised outcomes and run initial data. Publish strategies.</p> <p>Long-term: Communities utilize a suite of existing process measures and outcomes to gauge local improvement.</p>

Strategy #1: Develop a knowledge base and related human and technical resources focused on data systems and other information sources that documents need and promotes systems change for ending homelessness.

Action	Assignment	Timelines	Completion	Outcomes (Short-, Medium-, and Long Term)
1.4 Seek and support internal and external research partnerships.	Stacey/Andrea: annual report	Assist, January 2009 and ongoing	<input type="checkbox"/> Assist Date _____	Short-term: Potential research partnerships are identified.
1.4.1 Assist in the development of research partnerships, and encourage others to engage in research.	Stacey: retrospective cost study	Review and document, February 2009 and ongoing	<input type="checkbox"/> Review and document Date _____	Medium-term: Potential research partnerships are identified. Procedures for vetting unanswered research questions will be completed and in use.
1.4.2 Review relevant research studies, and identify what we need answered so that we can find partners and identify gaps in information.	Barb: Kalamazoo work Kids Count reports Expanded AHAR with focus on migration patterns			Long-term: Findings from research partnerships will provide insights that will help stakeholders reach campaign goals.
1.5 Identify tools and data to support 10-year plan, and program/agency performance improvement and efficiencies.	Barb: through HMIS & other resources TBD.	Making the measures live and implementing a quality circle, 2010.	<input type="checkbox"/> Identify tools and data Date _____	Short-term: Provide a shared understanding of how measurement supports quality. Medium-term: Quality meetings are occurring. Long-term: CoCs and agencies report plan program changes.